

SAMPLE-SAMPLE-SAMPLE-SAMPLE-SAMPLE

By-Laws _____ County Local Emergency Planning Committee (LEPC)

ARTICLE I Mission/Purpose

State the mission of the LEPC including SARA Title III, hazardous materials and related public safety matters.

ARTICLE II Duties

State how the mission will be accomplished.

ARTICLE III Members

As a minimum, the LEPC shall consist of representatives of the following 13 groups or organizations: elected state and local officials; law enforcement; civil defense; firefighting; first aid; health; local environmental; hospital; transportation; broadcast and print media; community groups; owners and operators of facilities subject to the requirements of the Emergency Planning and Right-to-know Act (EPCRA).

ARTICLE IV Officers

Officers of the LEPC shall be the Chairman, Vice-Chairman, Secretary and Treasurer. The Chairman, Vice-Chairman and Treasurer shall be elected by the members of the LEPC and shall hold office for two years. Elections will be held in the month of September and new officers will take office on October 1 of the year elected. The Chairman and Treasurer shall be elected in odd numbered years and the Vice-Chairman shall be elected in even numbered years. In the event of the Vice-Chairman becoming Chairman, a special election will be held for the remainder of the Vice-Chairman's term of office.

ARTICLE V

Meetings

Refer to the Nevada Department of Justice, Office of the Attorney Generals' website, <http://ag.state.nv.us/oml/oml.htm>, for direction on how to conduct meetings in conformation with the Nevada Open Meeting Law. Meetings are open to the public and shall be held on a regularly scheduled, at a minimum quarterly, basis.

ARTICLE VI

Public Availability

The _____ County LEPC shall annually publish a notice in the (local Newspaper) _____, advising the Hazardous Material Safety Data Sheets (MSDS) or chemical inventory lists, and follow-up emergency notices are available for public review; consistent with Section 322 of the Emergency Planning and Community Right-to-know Act (EPCRA). The public notice shall also state that follow-up emergency notices may be issued.

The public may review these documents at

_____,
during normal office hours.

ARTICLE VII

Public Request for Information

Any person may submit a written request for information under Section 311, 312, and 324 of EPCRA. Requests shall be addressed to the _____ County LEPC (Address). The LEPC shall respond to requests for information no later than 45 days from the receipt of request. The LEPC Chairman shall serve as the Coordinator of Information.

ARTICLE VIII

Public Comment

Public comments concerning the Hazardous Materials Response Plan Annex, or LEPC activities in general are welcome. The Hazardous Materials Response Plan Annex will be open for discussion at every LEPC meeting. Comments or questions directed to the LEPC will be answered in writing within 14 working days, after appropriate coordination.

ARTICLE IX
Distribution of the Hazardous Materials Response Plan
Annex

Routine distribution of the Response Plan will be in accordance with operational needs. Copies of the most recent published plan will be available for public review in the _____ during normal office hours.

ARTICLE X
Dissolution of LEPC

In the event that the _____ County LEPC is dissolved or becomes inactive as determined by the _____ County Board of Commissioners; all equipment and LEPC responsibilities shall revert to the _____ County Board of Commissioners.